



MARINE CONTRACTORS LICENSING BOARD
c/o Maryland Department of the Environment

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MARINE CONTRACTORS LICENSING BOARD
MEETING Minutes – February 12, 2018

Location: MD Critical Area Commission Office, Annapolis, MD

BOARD MEMBERS PRESENT

Milton Rehbein, Chairman, Northern MD Rep
 Andrew Hanas, DNR Representative
 Robert Murtha, SoMD Rep
 Joshua Schlepner, Eastern Shore Rep

OTHERS PRESENT

Thomas Blair, Board administrator
 Jonathan Mudd, Marine Contractor (observer)

CALL TO ORDER

The meeting began at 10:05 AM at MD Critical Area Commission Offices, Annapolis, MD. Four Board members were present, as well as the Board's administrator. Mr. Jonathan Mudd was an observer who is currently applying for licensure. Mr. Mudd left the meeting at 11:15 AM

AGENDA REVIEW

The Board reviewed the agenda for the meeting which included review of January 8, 2018 minutes, review of licensing activities, Board budget review, and ongoing discussion of definition of similar experience relating to marine contracting, review of draft license or application suspension policy and review of new license applications received.

REVIEW OF PRIOR MEETING MINUTES

Board Members reviewed and approved the draft January 8, 2018 meeting minutes.

Board Activities and Financial/Budget Report

Mr. Blair gave an overview of licensing activities since the last meeting. There are currently 228 licenses issued. This accounts for several companies having several licensed individuals operating under the same license number. Mr. Blair has increased the number of test dates to accommodate Board review of applications at regular meetings. Mr. Blair stated that he will keep the previous schedule of testing one day after the Board meeting until April 2018 due to some applicants being sent that schedule. Going forward, the testing will be scheduled at the end of each month to allow for application review/approval and then mail out of the manual and subsequent testing. Mr. Blair is receiving 1-2 applications per month. Renewal licenses were issued to 94 one year licensees with a new expiration date of December 2020. All licensees will now be issued for a two year period. There were three contractors that did not renew and their names will be removed from the licensed listings.

Mr. Blair gave an overview of the present income/expense situation. There are few expenses at this point, mostly copying and mailing costs as well as administrator salary. There will be increased income due to the license renewal fee of \$600/license. The Licensing Board is well funded until the next rotation of license renewals in December 18.

Continuing discussion on “Similar Experience” as stated in Title 17

The Board reviewed a research paper that was drafted by Mr. Murtha prior to the January meeting. The Board discussed the document to use as a set of criteria for judging whether an applicant’s similar experience would qualify him or her to be licensed as a marine contractor. The Board determined more discussion was needed. The Board members will recommend language for the document and possibly finalize via email prior to the next meeting.

Draft Denial, Refusal to Renew, Suspension, or Revocation of a License Policy Document

There was a discussion at the January meeting concerning contractors who perform work without a license and subsequently apply for a license. A policy was drafted and discussed. The policy would impose escalating suspension periods based on the number of violations for a licensee or applicant. The Board discussed the draft document and decided to have further discussions via email to work out several concerns over the length of suspensions prior to finalizing the draft.

License Application Review

The Board reviewed six license applications which have been received since the last Board meeting. The applications were found to be complete and approved for testing.

ADJOURNMENT

Mr. Rehbein asked for a vote for adjournment. The Board voted and approved adjournment at 12:10 pm. The next meeting is scheduled for February 12, 2018.